

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130111-0

REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						DDS/OL/RECD-13
1. TITLE OF REPORT (if a fill-in report include Form No.) Reducing Seasonal Variation					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE		X CIA	
4. NO. OF COPIES PREPARED 12		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual			6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Letter		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT President & Exec. Order 11246	
10. PREPARING COMPONENT (include lowest level contributing information to report) RECD and Field Engineering Branch				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Data from current construction projects		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-14.4	10.39		2	=	20.78	1 = 20.78
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						20.78

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

President directed that each department or agency with responsibility for direct or indirect expenditure of construction funds to reduce the adverse effects on seasonality of its